


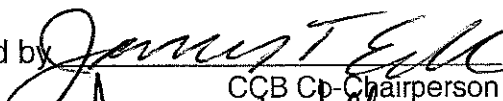


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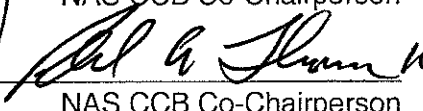
AIR TRAFFIC ORGANIZATION
TECHNICAL OPERATIONS (ATO-W)
COMMUNICATIONS SERVICES (COMM)
CONFIGURATION CONTROL BOARD (CCB)
CHARTER
in SUPPORT of
LIFE-CYCLE MANAGEMENT
of the
NATIONAL AIRSPACE SYSTEM

January 29, 2007


Submitted by 
CCB Co-Chairperson

Submitted by 
CCB Co-Chairperson

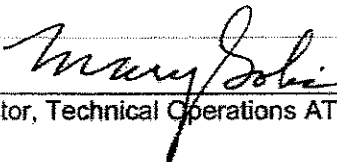
Approved by  10/19/2007
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CCB Signature Page




Director, Safety and Operations Support (AJW-1) 5/7/07
Date



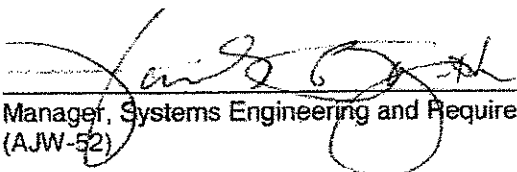
Director, Technical Operations ATC Facilities (AJW-2) 2/8/07
Date




Program Director, FAA Logistics Center (AML-1) 9/15/06
Date



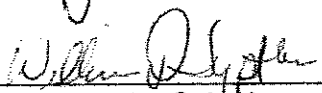
Director, Operations Planning - Systems Engineering Office
(AJP-1) 9/20/2006
Date



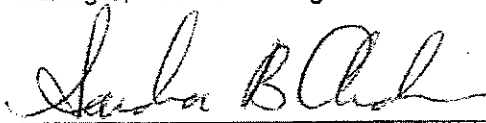
Manager, Systems Engineering and Requirements Group
(AJW-52) 2-5-07
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Manager, Telecommunications Services (AJW-53) 2-2-07
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Manager, Voice Switching and Recording (AJW-54) 1/30/07
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Manager, Air/Ground Communications Solution Development
(AJW-55) 2/27/07
Date



Manager, Air/Ground Communications Solution Implementation
(AJW-56) 1/30/07
Date



Manager, Communications, Flight Service and Weather
Engineering Group (AJW-17)

11/22/06
Date



Manager, Communication/Navigation Team (AJP-7150)

9/15/06
Date

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**Air Traffic Organization
Technical Operations Communications (COMM)
Configuration Control Board
Charter
in Support of
Life-Cycle Management
of the
National Airspace System (NAS)**

1. INTRODUCTION

1.1 Purpose

This charter establishes the Air Traffic Organization's Technical Operations (ATO-W) Communications (COMM) Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) within the COMM CCB identified in Appendix A of this document. The COMM CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services throughout their intended life cycle. Life cycle configuration management through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts to the NAS are properly addressed, and provides consistency with technical and programmatic direction across all products and services. This CCB charter empowers the COMM CCB to disposition all changes to these CIs in accordance with FAA Order 1800.66, Configuration Management Policy, and all applicable notices that supplement the processes contained in Order 1800.66. Organizations that control CIs external to the COMM CCB, yet which impact the COMM CCB CIs, will coordinate their Configuration Management (CM) activities with the COMM CM organization. The COMM CCB Operating Procedures define the processes and procedures used to execute the responsibilities assigned in this Charter.

1.2 Authority

The COMM CCB is authorized by the National Airspace System (NAS) CCB in accordance with FAA Order 1800.66. This authority does not extend to the creation of lower level CCBs. The charter shall be changed only upon recommendation by the COMM CCB and approval by the NAS CCB.

2. COMM CCB RESPONSIBILITIES

The responsibilities of the COMM CCB are:

- a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;
- b) Submitting proposed changes to this Charter to the NAS CCB, and subsequently implementing the approved changes;
- c) Maintaining and approving proposed changes to the COMM CM Plan and CCB Operating Procedures;
- d) Identifying COMM CCB configuration item baseline documentation, as well as documents that comprise each of the domain's subordinate baselines;
- e) Developing plans and policies for the configuration management and evolution of the Domain system architecture throughout the life cycle of the system, and ensuring alignment with the NAS Enterprise Architecture;
- f) Ensuring that the specifications under the jurisdiction of the COMM CCB are developed in accordance with FAA-STD-005 and approved in accordance with FAA Order 1800.66 and all applicable notices and supplements;
- g) Ensuring that the change proposals beyond the approval authority of the COMM CCB are elevated to the NAS CCB for review and approval;
- h) Ensuring adherence to configuration control procedures in processing changes to the COMM CCB configuration item data and baselines;
- i) Ensuring proposed changes are reviewed in accordance with approved processes and procedures, including those implementing Safety Management System (SMS) change processing requirements.
- j) Coordinating interfaces between responsible organizations prior to presentation to the CCB;
- k) Reviewing, adjudicating, transferring or elevating changes presented to the CCB;
- l) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;
- m) Ensuring that all test NCPs include a test plan in accordance with NAS CCB direction;
- n) Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;
- o) Ensuring that the listing of the COMM CCB CIs in Appendix A remains current, and that NAS baselined CIs are included and maintained in NAS-MD-001; and
- p) Reporting CM performance metrics for the COMM CCB to the NAS CCB at the request of the NAS CCB.

3. COMM CCB PARTICIPANTS

The COMM CCB participants are identified in Appendix B.

4. CCB ADMINISTRATION

The CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. The Executive Secretariat responsibilities consist of coordinating and performing the administrative tasks related to the performance of the CCB, including, but not limited to:

- a. Preparing agenda and formal meeting minutes;
- b. Supporting the change process and procedures (including prescreening, must evaluation and resolution of comments);
- c. Collecting metrics and reporting to the NAS CCB;
- d. Tracking and monitoring CCB action items and Configuration Control Decision (CCD) to closure;
- e. Ensuring that all proposed NAS changes include a safety assessment and that Safety Risk Management (SRM) documentation is provided to the appropriate decision makers as required;
- f. Ensuring that all proposed NAS changes contain security assessment, estimated cost, and funding source information;
- g. Submitting any unresolved comments to the Chairpersons for resolution;
- h. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures;
- i. Ensuring all CM information is validated and entered into the FAA nationally approved CM database and the COMM CM Office (CMO) Configuration Status Accounting (CSA) Database; and
- j. Elevating issues that cannot be resolved at the COMM CCB to the NAS CCB for resolution.

5. CCB RECOMMENDATIONS AND DECISIONS

The COMM CCB shall review, adjudicate, elevate, or withdraw proposed NCPs affecting its CIs or transfer proposed NCPs to other CCBs for adjudication as required. The CCB shall reach a decision after a period of presentation, discussion, at which time the chairperson(s) may poll the members for their position or recommendation. The CCB chairperson(s) shall make all final decisions. NCPs may be deferred until the next CCB if further analysis or additional information is needed.

Decisions on NCPs shall be documented in a Configuration Control Decision (CCD) prepared by the CCB Executive Secretariat and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). CCD actions will be documented, tracked and monitored through closure.

6. CHANGES TO THE CCB CHARTER

This Charter shall be changed only with the approval of the NAS CCB upon the recommendation of the COMM CCB. CCB Charter change process guidance provides details for establishing initial Charter baseline and maintaining configuration control.

7. DELEGATION OF CCB AUTHORITY

The CCB Chairperson(s) may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson(s). Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson(s).

Appendix – A: CONFIGURATION ITEMS

The CIs listed below are under the control of the COMM CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs, or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

Communications CIs

ACRONYM	FULL NAME
AAIU	Automated Surface Observing System/Automatic Terminal Information Service Interface Unit
ACD/VRS	Automatic Call Director/Voice Retrieval System
ATIS	Automatic Terminal Information Service
ATRCC	Air Traffic Radio Channel Control Equipment
BCS	Buoy Communication System
BUEC	Backup Emergency Communications
CCS	Conference Control Switch
COM	Recorder/Reproducer Equipment
DLP	Data Link Processor
DSRCE	Down Scoped Radio Control Equipment
DVRS	Digital Voice Recorder System
DVR2	Digital Voice Recording System Series 2
ETRP	Emergency Transceiver Replacement Program
ETVS	Enhanced Terminal Voice Switch
GOMP	Gulf of Mexico Program
HCVR	High Capacity Voice Recording System
HIWAS	Hazardous In-Flight Weather Advisory Service
HF/UHF/VHF COMM System	Radio Communication System
ICSS	Integrated Communication Switching Systems
ICSS TYPE I	Integrated Communication Switching Systems - Type I
ICSS TYPE II	Integrated Communication Switching Systems - Type II
ICSS TYPE III	Integrated Communication Switching Systems - Type III
ICSS 1A	Integrated Communication Switching Systems - Phase 1A Type III
IVSR	Interim Voice Switch Replacement
LPA	UHF/VHF Linear Power Amplifier

ACRONYM	FULL NAME
MCR	Multi Channel Recording System
MDR	Multimode Digital Radio
Multicouplers	Multicouplers
NARACS	National Radio Communications System
RCAG	Remote Center Air/Ground Communications Facility
RCE	Radio Control Equipment
RCOM	Recovery Communications National Radio Communications System
RDL	Radio Data Link Transceiver (UHF)
RDVS	Rapid Deployment Voice Switch
Recording Equipment	Recording Equipment
RFI Elimination	Radio Frequency Interference Elimination
RFITC	RFI Elimination VHF/UHF Transmitter Combiners
RSE	Radio Signaling Equipment
STVS	Small Tower Voice Switch System
TCS	Tower Communications System
TVS	Terminal Voice Switch
TXRX	VHF/UHF Transmitters/Receivers
VEARS	VSCS Emergency Access Radio System
VFSS	Voice Frequency Signaling System
VHF/UHF Communications Outlet	VHF/UHF Communications Outlet
VSBP	Voice Switch By-Pass System
VSCS	Voice Switching and Control System
VTABS	VSCS Training and Backup Switch

Telecommunications CIs

ACRONYM	FULL NAME
15 Ghz Wide Band Radio System	Television Microwave Link 15 Ghz Wideband Radio System
AFTN	Aeronautical Fixed Telecommunications Network
ASCCL	Airport Signal & Control Cable Loop
BWM	Bandwidth Manager
DMN PHASE IIIB	Data Multiplexing Network Phase IIIB
DMUX	Data Multiplexing Network Equipment
FAATSAT	FAA Telecommunication Satellite System
FOTS	Fiber Optics
FTI	FAA Telecommunications Infrastructure

ACRONYM	FULL NAME
LASS	Leased Line Automatic Switching System
LDRCL	Low Density Radio Communications Link
MCE	Monitor and Control Equipment
MDS	Master Demarcation System
NADIN	National Airspace Data Interchange Network
NME	Network Management Equipment
RCL	Radio Communications Link
RML	Radar Microwave Link
RUMS	Remote User Monitor System
STATMUX PHASE IIIA	Data Multiplexing Network Equipment/Statistical Multiplexer Phase IIIA
Transmission Equipment	NAS Plan Subsystem

Appendix – B: CCB MEMBERSHIP

The participants of the COMM CCB shall be as follows:

COMM CCB Chairpersons

- Communications Services Director or designated representative
- Safety and Operations Support Director or designated representative

COMM CCB Executive Secretariat

- COMM CMO or designated representative

COMM CCB Permanent Members:

- Director, ATO-W, Communications Services or designated representative
 - Manager, Voice Switching/Recording Group or designated representative
 - Manager, Air/Ground Communications Solution or designated representative Development/Implementation Group
 - Manager, Telecommunications Services Group or designated representative
- Director, ATO-W, Safety and Operations Support or designated representative
- Manager, ATO-P, Air Transportation Systems Evaluation Group or designated representative*
- Director, ATO-P, Systems Engineering Office or designated representative
- Director, ATO-W, ATC Facilities or designated representative
- Manager, ATO-W, Communications, Flight Service and Weather Engineering or designated representative
- Director, FAA Logistics Center or designated representative

Ad Hoc Members and technical advisors will be called upon as needed.

*Permanent member signed as "Manager, ATO-P, Communication/Navigation Team"; name change due to reorganization.

Appendix – C: ACRONYM LIST

ACRONYM	FULL NAME
ATC	Air Traffic Control
ATO	Air Traffic Organization
ATO-P	Operations Planning
ATO-W	Technical Operations
CCB	Configuration Control Board
CCD	Configuration Control Decision
CI	Configuration Item
CM	Configuration Management
CMO	Configuration Management Office
COMM	Communications
CSA	Configuration Status Accounting
NAS	National Airspace System
NAS-MD-001	Master Configuration Index
SMS	Safety Management System
SRM	Safety Risk Management